

July 27, 2005

Dear First 5 County Commission Executive Directors, School Readiness Coordinators, and Fiscal Staff:

**FIRST 5 CALIFORNIA CHILDREN AND FAMILIES COMMISSION (CCFC)
SCHOOL READINESS (SR) PROGRAM FUNDS REQUEST FOR FISCAL YEAR
(FY) 05/06 AND FISCAL REPORTING FORMS FOR FY 04/05**

The purpose of this packet is to provide you with **revised** School Readiness (SR) Fiscal Reporting Forms for FY 04/05 and the Request for SR Funds for FY 05/06. Please share this information with the appropriate staff of your SR program sites. Following is information pertaining to this year's forms:

1. In July 2005, First 5 County Commissions are eligible to receive 50 percent of their First 5 CCFC SR funds for FY 05/06 based on approved budgets for each SR Program in the County (provided that all SR fiscal reporting requirements for the previous FY have been submitted and approved). The second disbursement will occur on or after October 15 when all current, required SR fiscal and expenditure report forms have been submitted, reviewed, and approved.
2. The SR Annual Expenditure Report (SR Form 2A) requires actual SR Program expenditure information as reported in your First 5 County Commission annual audit. To be consistent with the FY 04/05 audit requirements, expenditures should reflect all services performed during FY 04/05.

As part of the design process and to continue the State/County Commission SR Program partnership, draft fiscal reporting packages were distributed to several County Commissions that volunteered to review the drafts at the SR Pre-Conference in April 2005. We requested feedback and suggestions regarding the design of the forms and their ease of use. We appreciate the assistance provided. Suggestions provided by County Commission staff were incorporated into the final revisions.

This information will be useful in determining the First 5 CCFC SR funds that will be needed for the reapplication process. With the reapplication process, programs will be transitioning to the Government Finance Officers' Association (GFOA) policies and guidelines. However, please keep in mind that these reports are tied to your original application. Also, it is our long-term goal to automate the SR fiscal reporting process by linking these reports to our evaluation reporting system.

This packet contains the following:

1. Instructions for completing the SR fiscal forms (Revised)
2. Certification (New) – Certification and Checklist Form
3. SR Form 2A (Revised) – Annual Expenditure Report for FY 04/05
4. SR Form 3 (New) – Request for SR Funds for FY 05/06 and/or Request for Program/Budget Revision
5. SR Form 1 (Revised) – Fund Summary and Numbers Served
6. SR Form 1D (Revised) – Implementation Funds Summary & Request for Funds
7. SR Form 1E (Revised) – Program & Budget Narrative
8. SR Form 5 – Directory Information (Program Profile)

For your convenience, the information in this packet will also be posted on our Web site at <http://www.cafc.ca.gov/SchoolReady1.htm>. Updated Frequently Asked Questions will also be available on our Web site in the near future.

Please complete the appropriate forms for **each** approved SR Program in your county that received FY 04/05 funds. First 5 County Commissions need to coordinate the completion of each SR fiscal forms packet with local SR Program staff. Please send the **original and one copy** of each to the following address on or before **October 15, 2005**.

First 5 California Children and Families Commission
Attention: School Readiness Partnership Office
501 J Street, Suite 530
Sacramento, CA 95814.

If you have any fiscal questions related to this package, please call the School Readiness Partnership Office at (916) 324-1393; and if you have any SR Program questions, please contact me at (916) 324-7775.

Sincerely,

Roberta Peck, Administrator
School Readiness Partnership Office